

## **DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT**

**Caption:** Runbeck Petition Management Software  
**Contractor:** Runbeck Election Services  
**Program Agency:** DC Board of Elections (BOE)

### **1. Authorization:**

D.C. Official Code Section §2-354.04, 27 DCMR 1304, 1700 and 1701.

### **2. Minimum Need:**

The District of Columbia Government, Board of Elections (BOE), is in need of purchase of Vocem Petition Management Signature Validation software solution and Runbeck's Mail Ballot Sorting Machine, offered exclusively by Runbeck Election Services ("Runbeck"), which will automatically validate submitted petition signatures and accurately recognize addresses during the candidate qualification process. With today's election technology, this petition solution will streamline the petition process by providing automated counting and verification while providing full audibility.

### **3. Estimated Reasonable Cost:**

The anticipated cost of \$200,000.00 is fair and reasonable.

### **4. Facts Which Justify Sole Source Procurement:**

- A. The District of Columbia Board of Elections (DCBOE) is an independent agency of the District government responsible for the administration of elections, ballot access, and voter registration.
- B. BOE's mission is to process a variety of Initiatives, Referendum and candidate petitions for establishing ballot access. Counting pages and validating signatures is one of the more tedious, time-consuming and costly tasks in the elections office. Currently, BOE processes petition signatures and address verifications manually. The manual processes of counting pages to the verification of names and signatures must be completed within a strict timeframe.
- C. In preparation for the 2020 elections, BOE intend to purchase Runbeck's Vocem Petition Management software for page, signature and address recognition. This software will integrate with the DC Board of Elections' Voter Registration (VR) database and will allow for the uploading of petition information into the VR database. The automation of the petition process will reduce petition processing time and reduce the need for additional resources.
- D. Runbeck's dedicated Petition management application will interface with the current and new voter registration database systems at the DC Board of Elections. Runbeck's Vocem Petition Management system will provide a detailed system overview that includes specifications of the system architecture, configurations, option settings and parameters for all software, firmware and hardware (including COTS) as applicable. Runbeck's Vocem petition management system application will easily interface with the Board's election voter registrations environmental settings.

- E. Further, Runbeck's Mail Ballot Sorting system will allow the District to provide high quality and efficient processing of its military and overseas absentee ballots. Runbeck's mail sorter offers high-integrity inserting and sorting of vote-by-mail absentee ballots per election cycle. The mail ballot sorter will eradicate errors caused by manual insertion resulting in lower costs and increased speeds and more successful absentee mailing processes.

Runbeck's Mail Ballot Sorting System solution features are as follows:

- Process speeds up to 3600 per hour at 300 dots per inch
  - Automated image capture
  - On-screen display for manual verifications
  - Barcode reader
  - Full audit capabilities
  - Output images in JPEG or TIFF
  - Plugs into regular 110v outlet
- F. Runbeck's Mail ballot sorter will be able to capture the entire front side of a ballot envelope and crop the signature image to allow BOE to perform signature verification on each and every envelope.
- G. Runbeck Election Services is the sole-proprietor and developer of both the Vocem Petition Management software and the Agilis tabletop mail ballot sorting system.
- H. Market research was performed and it was determined that Runbeck Election Services' designed, developed, and maintains and support the hardware and software solution for the Vocem Petition application as well as the Agilis tabletop mail ballot sorting system; and Runbeck is the only vendor with the ability to provide this petition software solution and mail ballot equipment in the timeframe required for the administration of the District of Columbia's elections.

## **5. Certification by Agency Head:**

I certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alice P. Miller  
Executive Director, BOE

**6. Certification by the Contracting Officer:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 for at least ten (10) days and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alvin N. Stith  
Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the Sole Source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George A. Schutter, III  
Chief Procurement Officer